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18 November 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Assignment of Administrative Personnel

REFERENCE : Your memorandum, 12 November 1953, same subject

1. This is in reference to your memorandum of 12 November 1953 recommending to the Career Service Board consideration of the employment of new personnel and their willingness to accept overseas assignments.

2. The policy which the DD/A Career Service Board has recommended has been in force in General Services Office for many months on a selected basis. However, the exact area of responsibility for this office with respect to the selection, assignment, training, rotation, and career development of personnel for overseas assignments requires clarification which we have attempted to secure from the Chief, Administration, DD/P. In order to perform this responsibility, we must have information regarding the following:

a. A list of the overseas positions and personnel primarily concerned with the functions of the General Services Office.

b. The proposed statement of policy implies that a similar responsibility exists with respect to departmental assignments. If this is the case, a similar list of positions for which we are responsible should be determined.

3. As you indicated the other day in our conversation on this subject, you look upon the activities of the General Services Office primarily as departmental. However, in connection with this matter, the following problems require clarification:

a. Is TSS or GSO responsible for overseas positions and career designations of printing and reproduction personnel? At the present time, as far as I have been able to determine, TSS has assumed this responsibility.

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b. With respect to Records Management, is the General Services Office or RI of the Foreign Intelligence Staff responsible for supplying records personnel to overseas activities? Also, is GSO responsible for supplying records personnel to RI?

c. We have recruited, trained, and supplied qualified personnel in the establishment and maintenance of machine records (IBM) units overseas. However, we have been unable to determine any new areas where the application of machine technique is desired. Will this determination be made by the Chief, Administration, DD/P or by the General Services Office? In other words, to what extent does GSO determine the application of machine technique in overseas areas in a manner similar to that which is being done in the departmental area?

d. To what extent will administrative offices control the assignment of individuals assigned to overseas activities in order to avoid their being diverted to other types of responsibilities, which has happened in some cases? In the same vein, to what extent will the administrative offices control procedures, practices, administrative tables of organization, etc., with respect to their overseas activities? Presumably, if you are responsible for the personnel, you are likewise responsible for what they do, if they are a success or a failure. However, in order to accept this responsibility with a reasonable expectancy of achievement, it is necessary that a greater degree of control by the administrative office heads be exercised. I believe the above is in accordance with your memorandum dated 5 November to the CIA Career Service Board on the subject matter.

4. I raise these questions not to complicate the matter, but rather to point out that the problem is more than one of simply supplying qualified personnel. Additional determinations must follow the policy that administrative offices are responsible for supplying personnel for overseas and domestic assignments. Also, as pointed out in paragraph 2.b., responsibility must be clear cut with respect to specific positions.

5. Incidentally, I would appreciate some clarification and advice as to the functions of the DD/A Career Service Board and its relationship to the Career Service Board of General Services Office. I ask this question because I feel the need for a complete understanding of this matter in order to avoid conflict of determinations and duplication.

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SIGNED

Chief, General Services Office

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